

APPROVED

June 22, 2015

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS  
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

James Shalleck, President  
Nahid Khozeimeh, Vice President  
Mary Ann Keefe, Secretary  
Alexander C. Vincent  
David Naimon  
Jacqueline Phillips  
Graciela Rivera-Oven

Staff:

Margaret Jurgensen, Election Director  
Alysoun McLaughlin, Deputy Election Director  
Linda Caro, Offices Services Coordinator  
Aarti Chumble, Principle Administrative Aide  
Laletta Dorsey, Acting Voter Registration Manager  
Stella Gonda, Offices Services Coordinator  
Deborah Hamer, Election Judge Recruiter  
Aida Hulen, Offices Services Coordinator  
Lisa Jones, Information Technology Technician  
Lisa Merino, Office Services Coordinator  
Phillip Olivetti, Offices Services Coordinator  
Barbara Payne, Absentee Coordinator  
Ethmahn Pena, Office Services Coordinator  
Jerry Quarshie, Information Technology Specialist  
Marjorie Roher, Management and Budget Specialist III  
Janet Ross, Information Technology Manager  
Christine Rzeszut, Operations Manager  
Louise Warner, GIS Mapping Coordinator  
Leslie Woods, Election Judge Coordinator  
Gilberto Zelaya, Outreach Coordinator

Counsel:

Kevin Karpinski

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Guests:

Nancy Farrar  
Dolly Kildee  
Barbara Sanders  
Michael Subin

### **Convene the Board Meeting and Declare a Quorum Present**

Mr. Shalleck called the Board meeting to order and declared a quorum present at 2:32 p.m.

Mr. Shalleck introduced Nancy Farrar, liaison for the Montgomery County Republican Central Committee and welcomed Dolly Kildee, liaison for the Montgomery County Democratic Central Committee, and Barbara Sanders, from the League of Women Voters.

### **Introduction of Staff**

Ms. Jurgensen introduced Board of Election staff members to the Board.

\*\*\* Mrs. Caro, Mrs. Chumble, Laletta Dorsey, Mrs. Gonda, Ms. Hamer, Mrs. Hulen, Ms. Jones, Mr. Olivetti, Ms. Payne, Mr. Pena, Mr. Quarshie, Ms. Warner, and Leslie Woods left the room at 2:40 p.m.\*\*\*

### **Public Comments (Incorporated as Attachment A)**

Ms. Sanders requested to address the Board in advance of the meeting.

Ms. Sanders, Election Process Coordinator and liaison for the Montgomery County League of Women Voters, extended a warm welcome to newly appointed President Shalleck and all members. She noted that the League pledges to continue support for the Board and the staff to ensure transparent, reliable, and easy access for all who go to the voting booth. Ms. Sanders reiterated the League's commitment to assist the Board in registering and educating the community about the electoral process, the new voting equipment, and the many voting opportunities available. She added that the League hopes to continue reporting to the Board not only their observations but those the community chooses to share with the League concerning elections. Mr. Shalleck thanked Ms. Sanders and noted that the League of Women Voters does a great job and now, with the Gazette no longer in business, the League will be needed to educate and inform the citizens with candidate and voting information.



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## **Additions/Changes to the Agenda**

Ms. Jurgensen requested an Executive Session to discuss litigation. Mr. Shalleck agreed to hold an Executive Session.

## **Approval of the May 18, 2015, Board Meeting Minutes**

The Board was sent the May 18, 2015, Board meeting minutes in advance. The Board discussed the minutes and requested that staff clarify the minutes regarding the High School Program and the Future Vote discussion. Mr. Naimon requested that the minutes further clarify the role of the Outreach Coordinator regarding the High School program. Mrs. Khozeimeh made a motion to table the minutes until the July Board meeting. The motion was seconded by Ms. Keffe and passed unanimously. The minutes will be presented to the Board with edits and clarification as requested.

The Board was sent the June 2, 2015, Administrative Function Summary. Mr. Shalleck requested that additional information be included in the minutes: Michael Higgs as an attendee, add his thanks to the Republican Central Committee [for his nomination to the Board], and additional remarks ...*Ms. Keffe for her service as the past Board President... as she served with grace, dignity, and integrity, and has been a great public servant.* Mr. Naimon also submitted edits the morning of the Board meeting. Mr. Karpinski suggested that staff make edits and submit a summary at the July Board meeting for review. There was Board consensus.

## **Election Director Status Report**

### **Orientation**

The Board was provided a brief description of each section of the Board of Elections in advance. With the review of the summaries provided, Mr. Naimon asked that Ms. Jurgensen identify the personnel that assist the Information Technology staff. Ms. Jurgensen responded that the SBE Regional Manager is John Spiers, a County technician is currently not identified as it is an SBE employee, and Department of General Services' (DTS) personnel has not yet been assigned. She added that Information Technology is currently not assisted by staff except by the SBE Regional Manager.

Mr. Naimon questioned the "Voter Registration Documents" provided with the summary for Voter Registration. He inquired why there was a high volume of processing in February 2015 and May 2015. Ms. Jurgensen responded that staff has worked diligently performing list maintenance processing non-deliverable sample ballots, change of address, and name change information received from other States and other related voter updated information provided by government agencies which is reflected in the graph (see attachment B). Ms. Jurgensen took the opportunity to thank the Voter Registration staff for completing an overflow of documents processed.



## **Personnel**

Ms. Jurgensen reported that all temporary employees have been put in an inactive status.

## **Budget** (Incorporated as Attachment C)

A spreadsheet detailing FY15 expenditures, through May 31, was provided to the Board in advance. Mr. Shalleck noted that although the budget spreadsheet reflects a \$120,786.00 surplus, there are several bills that have not been received and the surplus is expected to diminish.

Ms. Roher noted that at the previous meeting she was asked by Ms. Keeffe to inquire if funds may be allocated for postage. Ms. Roher stated that was not able to be done; instead the staff was able to purchase heavy weight paper (from the County Print Shop) for mailing postcards and mailers for the new voting system information in FY16. The amount is currently pending upon a return call from the Director of the County Print Shop.

## **Voter Registration**

Ms. Jurgensen noted that monthly statistics were provided to the Board in advance as well as posted to [www.777vote.org](http://www.777vote.org). Ms. Jurgensen reported that SBE advised that MDVoters software will run an update in July. She reported that the judicial information system has gone from paper to electronic. A new ERIC upload is expected to all local Boards in July.

## **State Board of Elections**

Ms. Jurgensen reported that SBE is performing the inventory of the old voting system and preparing its disposal in accordance with State of Maryland requirements. Mrs. Phillips questioned if BOE staff is performing the inventory for SBE, Ms. Jurgensen agreed.

## **Attorney Report**

Mr. Karpinski stated there was nothing new to report at this time.

## **Old Business**

Ms. Jurgensen reported that staff is scheduled to meet with Montgomery County Public Schools on June 24, 2015, to discuss the High School Voter Registration program.



## 2016 Election Preparation

### Early Voting Centers

Ms. Jurgensen stated that in anticipation of the State Board of Elections' Early Voting site selection, staff has compiled information for the Board to review the process for selection. She noted the final recommendations will be done at the September 21 Board meeting and then submitted to SBE for their approval by November.

Mrs. Rzeszut provided the Board a copy of the power point presentation in advance. She reviewed the Maryland State criteria for Early Voting site selection and photos of previously used Early Voting sites and the potential layout with the new voting equipment. She gave a brief description of the selection process. The Board discussed layout and potential options. Ms. Jurgensen noted that layout and allocation of equipment will vary at each polling place depending on the number of registered voters. Mrs. Rivera-Oven suggested having rope paths available for line management (as used in banks). Ms. Jurgensen responded that line management staff will be hired to assist voters with the new voting process; she added that SBE has set funds aside for the hire of additional staff to manage lines (not yet confirmed). She stated that staff is determined to not have lines more than 30 minutes long and to have election results before 11:00 p.m.

The Board briefly discussed the Executive Office Building construction that will continue throughout 2016 and decreased parking availability for voters. Liaison to the County Executive, Michael Subin, will follow up with parking options. Ms. Jurgensen asked if there were any sites that the Board would like to consider using as an Early Voting site. Mr. Shalleck inquired if outside individuals may provide suggestions. Ms. Jurgensen noted that in the past, a public hearing was held to receive public input. Mr. Naimon expressed concern with losing potential sites prior to final selections being made. Ms. Jurgensen noted that all sites presented are on "hold" except for Bohrer Park; however, discussions are in process with the City of Gaithersburg. The Board agreed to hold a Public Hearing on Saturday, September 12, 2015, at 10:00 a.m. in the Executive Office Building. The Board agreed that a media advisory be sent soon to notify the public. Ms. Roher agreed to send the media advisory.

### New Voting System Update

Ms. Jurgensen reported that the SBE contract for public relations (advertising) is expected to be awarded to "*Alex and Tom Agency*" within the next week.

Ms. Jurgensen stated that pollbooks that require repair are expected to be fixed in FY16 once funds are available. Software upgrades will occur to accommodate same day voter registration. She noted that local board staff have identified screen freezes and additional testing will occur. SBE has been asked to provide additional pollbooks while equipment is being repaired.

Ms. Jurgensen stated that SBE has asked local boards to plan for work stations to replace the TSX units and to ensure there are adequate electrical and data lines for the new system in server rooms.

Training equipment is currently on hold. Further information will be shared once it is provided.

Ms. Jurgensen reported that testing of new voting equipment continues and SBE plans to deliver the equipment in late August.

Local Boards were asked to provide requests as soon as possible if additional equipment is needed for ADA compliance to ensure that all polling places are compliant.

Ms. Jurgensen stated the mock Election will occur October 19 through October 27. Staff is currently reviewing locations, equipment needs, personnel requirements, and testing parameters to simulate three days of Early Voting, Election Day, audit, and canvassing procedures.

A meeting with SBE, Montgomery County, and City of Rockville staff will occur on June 26 to discuss their pilot election.

### **New Business**

Ms. McLaughlin will provide a link to Board members for a survey on the MAEO conference.

Ms. Keeffe requested to make a comment under new business. She stated that additional funds were added in the budget for outreach and inquired when the funds would be available to BOE. Ms. Roher clarified that the additional funds were for outreach positions, and that funds would be available July 1. Ms. Roher will provide a breakdown of the additional funds to the Board.

### **Approval of Bylaws**

The Board members were provided the Bylaws in advance. There were no comments or questions. Mr. Shalleck made a motion to approve the Bylaws as currently written. The motion was seconded by Ms. Keeffe and passed unanimously. The Board members signed the Bylaws. Mr. Karpinski noted that amendments may be made at any time.

### **Future Meetings**

- A. July 27, 2015
- B. August 31, 2015 – tentative
- C. September 12, 2015 – Public Hearing
- D. September 14, 2015
- E. October 19, 2015
- F. November 16, 2015
- G. December 21, 2015 - tentative



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Ms. Khozeimeh made a motion to close the Board meeting and go into Executive Session. The motion was seconded by Ms. Keffe and passed unanimously.

### **Report on Executive Session**

The Montgomery County Board of Elections convened in Executive Session at 4:18 p.m., pursuant to State Government Article 10-508(a)(8) to discuss a legal matter.

The Montgomery County Board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Jim Shalleck, Nahid Khozeimeh, Alexander Vincent, Mary Ann Keffe, David Naimon, Jackie Phillips, Graciela Rivera-Oven, Margaret Jurgensen, Alysoun McLaughlin, Marjorie Roher, Lisa Merino, Janet Ross, and Board Attorney Kevin Karpinski.

The Board discussed a legal matter.

With no further business, Mrs. Phillips moved to adjourn the Executive Session and reconvene in Regular Session. The motion was seconded by Ms. Keffe and carried unanimously.

### **Adjournment**

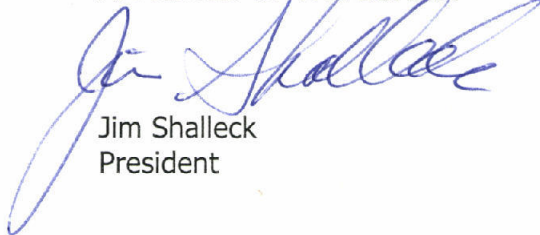
Ms. Khozeimeh moved to adjourn the meeting. The motion was seconded by Ms. Keffe and carried unanimously. The meeting adjourned at 4:49 p.m.

Respectfully Submitted,



Lisa Merino  
Office Services Coordinator

APPROVED BY THE BOARD:



Jim Shalleck  
President



## THE LEAGUE OF WOMEN VOTERS *of Montgomery County, MD, Inc.*

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June 22, 2016

Good afternoon, Board President Shalleck and members,

I am Barbara Sanders, the election process coordinator and liaison of the League of Women Voters of Montgomery County, and am pleased to extend a warm welcome from the League to newly-appointed President Shalleck and Board member Vincent and to the continuing members of the Montgomery County Board of Elections. We trust that you will have a fruitful tenure, and the League pledges its continued support for the Board and the staff to ensure transparent, reliable, and easy access for all to the voting booth.

We would like to reiterate the League's commitment to assist the Board in registering and educating the community about the electoral process, the new voting machines and the many voting opportunities available. We also hope we can continue reporting to the Board not only our observations, but those the community chooses to share with us concerning our elections.

As part of that conversation, we hope the Board and staff continue to make use of the recommendations of the two reports issued by the County Council's Task Force on the Right to Vote. Although the recommendations were prepared for the Council, and ultimately for its members' action or referral to appropriate bodies, MCBE Deputy Director Alysoun McLaughlin was an invaluable resource for the members during our tenure. She also recognized the immediate value of many of the Task Force's suggestions in the planning done for the 2014 elections. As indicated in our testimony before the Council in September 2014 (attached), the League of Women Voters is not endorsing all of the suggestions made in the first report, but we do value the overview they provide of the areas in which the broader community thinks improvements or changes might be made. We hope this newly reconstituted Board will also consider those discussion points as you move forward with planning our 2016 elections.

We also are continuing our post-election community outreach through a Roundtable on Civic Engagement this summer. The League hopes to cooperate with our diverse Roundtable membership in registration activities during the September National Voter Registration Week. Another effort is for more targeted voter education, especially in and with less engaged communities and populations, including educational materials on the process, distribution of the LWV *Voters' Guide* and cosponsoring candidates' forums. Another effort will be a pilot project for a civic education course, to explain the value of broader participation in the county government, to include but go beyond just voting.

The League also appreciates the opportunity to observe, and occasionally participate in your Board meetings. Having a long-range schedule of the anticipated dates of your meetings facilitates arranging to have an observer present, and we hope you continue this practice, realizing last-minute changes are sometimes necessary. We also would suggest that any written reports available at the meeting be posted on the web shortly afterwards, even prior to written minutes, so the information can be available to the general public.

Again, our warmest welcome to all of you, and we hope to continue our close relationship in providing the best election experience possible for our County residents.

Barbara M. Sanders  
1710 Noyes Lane, Silver Spring, MD 20910-2226  
[Bsanders@TerpAlum.umd.edu](mailto:Bsanders@TerpAlum.umd.edu) 301-587-1323



**FY15 OPERATING BUDGET SPREADSHEET**  
Through May 31, 2015 (As of June 4, 2015)

Attachment B

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*	FY15 FINAL PROJECTION#	PROJECTED FY15 SURPLUS/ (-DEFICIT)#
<b>PERSONNEL COSTS</b>	<b>3,726,882</b>	<b>3,271,290</b>	<b>3,678,898</b>	<b>47,984</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,046,016</b>	<b>2,669,868</b>	<b>2,997,881</b>	<b>48,135</b>
50010 - Full Time Salaries	1,919,065	1,605,497	1919065	0
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	712,055	717,000	-68,040
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	111,816	111816	89,513
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>850,289</b>	<b>823,871</b>	<b>828,816</b>	<b>21,473</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	276,661	240,500	250,000	26,661
<b>5A002 - FICA</b>	<b>209,979</b>	<b>210,130</b>	<b>210130</b>	<b>-151</b>
<b>5A003 - Group Insurance</b>	<b>286,432</b>	<b>244,833</b>	<b>286,432</b>	<b>0</b>
<b>5A004 - Group Retirement</b>	<b>184,455</b>	<b>146,459</b>	<b>184,455.00</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>4,172,708</b>	<b>3,222,577</b>	<b>4,099,906</b>	<b>72,802</b>
<b>6A001 - Services and Contracts</b>	<b>1,688,003</b>	<b>1,347,216</b>	<b>1,650,203</b>	<b>37,800</b>
60060 - Legal/Attorney Services	100,000	77,843	86000	14,000
60066 - SBE Program Management	485,370	219,813	485370	0
60304 - Maintenance - Electrical	0	0	0	0
60314 - Maint - Computer Systems	25,000	27,424	27424	-2,424
60326 - Repair/Maint Agmts - Office Equip	11,000	2,659	11000	0
60412 - Moving Services	25,000	16,145	25,000	0
60414 - Building Construction	382,369	381,719	382,369	0
60416 - Building Design	0	0	0	0
60530 - Other Professional Services - EJ Stipend	624,764	598,540	598540	26,224
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	23,073	34500	0
<b>6A002 - Maintenance</b>	<b>115,233</b>	<b>89,619</b>	<b>115,233</b>	<b>0</b>
61010 - Computer Equip Repairs/Maint (EPB)	115,233	89,619	115,233	0
<b>6A003 - Rentals/Leases</b>	<b>1,306,165</b>	<b>1,024,925</b>	<b>1,305,899</b>	<b>266</b>
61902 - Furniture Rentals (Polling Place)	7,000	6,734	6734	266
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	0	0	0
61924 - Other Equipment Rentals (MDVoters)	864,766	590,135	864766	0
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	18,157	24500	0
61932 - Other Rentals/Leases (DREs)	409,899	409,899	409898.54	0
New Voting System (Optical Scan)	0	0	0	0
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>185,600</b>	<b>127,434</b>	<b>191,600</b>	<b>-6,000</b>
62010 - General Office Supplies+	84,140	66,550	84140	0
62016 - Computer Supplies	5,000	1,439	5000	0
62018 - Computer Equip (<\$5,000)	28,000	825	28000	0
62022 - Paper and Supplies for Copiers	0	4,069	6,000	-6,000
62028 - Other Supplies & Equipment	68,460	54,551	68460	0
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>3,986</b>	<b>4,433</b>	<b>-933</b>
62700 - Books/Reference Materials	2,500	2,053	2500	0
62712 - Other Books, Videos, and Subscriptions	1,000	1,933	1933	-933
				0



**FY15 OPERATING BUDGET SPREADSHEET**  
**Through May 31, 2015 (As of June 4, 2015)**

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*	FY15 FINAL PROJECTION#	PROJECTED FY15 SURPLUS/ (-DEFICIT)#
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>133,584</b>	<b>105,912</b>	<b>135,969</b>	<b>-2,385</b>
62826 - Keys and Locks	0	2,385	2385.44	-2,385
62946 - Charges from SBE	133,584	103,526	133584	0
<b>6A013 - Printing/Central Duplicating Services</b>	<b>172,115</b>	<b>165,337</b>	<b>176,357</b>	<b>-4,242</b>
63016 - Imaging	35,380	6,533	6532.82	28,847
63018 - Document Shredding	0	74	74.36	-74
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	15,998	17,000	-5,240
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	142,732	152,750	-27,775
<b>6A014 - Outside Printing</b>	<b>105,550</b>	<b>81,911</b>	<b>105,115</b>	<b>435</b>
63100 - Outside Printing/Copying	550	15	115	435
63104 - Sample Ballot Printing	105,000	81,896	105000	0
<b>6A015 - Mail</b>	<b>138,361</b>	<b>81,731</b>	<b>140,367</b>	<b>-2,006</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	27,059	36530	0
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	1,696	21081	0
63206 - Inter-Office Mail/Pony Charge	750	2,756	2756	-2,006
63208 - Other - Mail (Sample Ballot Postage)	80,000	50,220	80000	0
<b>6A016 - Outside Postage and Mail</b>	<b>67,780</b>	<b>59,549</b>	<b>69,549</b>	<b>-1,769</b>
63300 - Outside Mail Services (VNCs and all other postage)	67,280	59,283	69,283	-2,003
63304 - Other Outside Mail Services	500	266	266	234
<b>6A017 - Motor Pool</b>	<b>29,114</b>	<b>12,257</b>	<b>12,939</b>	<b>16,175</b>
63500 - Assigned Motor Pool Vehicles	25,614	4,845	5500	20,114
63504 - Daily Rental Motor Pool	3,500	7,239	7239	-3,739
63506 - Other Motor Pool Charges	0	0	0	0
63508 - MP EZPASS Charges	0	173	200	-200
<b>6A018 - Communications Services</b>	<b>150,399</b>	<b>79,297</b>	<b>138,754</b>	<b>11,645</b>
63600 - Local Telephone Service Charges	25,000	63,755	70000	-45,000
63604 - Cellular Phone Line Charges	6,800	2,454	2454	4,346
63618 - Blackberry Charges (smart phones)	9,000	7,419	9000	0
63624 - Communication Circuits	27,729	0	0	27,729
63626 - Communication Modems (SBE)	24,870	269	300	24,570
63634 - Other Communication Services (PP Phone Lines)	57,000	5,400	57000	0
<b>6A020 - Charges from Others</b>	<b>26,148</b>	<b>54</b>	<b>1,054</b>	<b>25,094</b>
63810 - Charges for Facility Maintenance	26,148	54	1054	25,094
<b>6A021 - Travel</b>	<b>13,996</b>	<b>13,220</b>	<b>18,000</b>	<b>-4,004</b>
64010 - Metropolitan Area Travel	7,996	10,004	12000	-4,004
64012 - Non-Metropolitan Area Travel	6,000	3,217	6000	0
				0



**FY15 OPERATING BUDGET SPREADSHEET**  
**Through May 31, 2015 (As of June 4, 2015)**

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*	FY15 FINAL PROJECTION#	PROJECTED FY15 SURPLUS/ (-DEFICIT)#
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>7,446</b>	<b>10,753</b>	<b>-628</b>
64100 - Local Conference Related	2,000	2,628	2628	-628
64120 - Other Education, Tuition, & Training	8,125	4,818	8125	0
				0
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>2,559</b>	<b>2,559</b>	<b>-559</b>
64200 - Professional Memberships (Individual)	2,000	2,559	2559	-559
				0
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>16,177</b>	<b>16,177</b>	<b>3,859</b>
64300 - Advertising - Jobs	0	0		0
64304 - Advertising - Marketing/Sales	20,036	16,177	16177	3,859
				0
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>3,945</b>	<b>4,945</b>	<b>55</b>
69999 - Other Misc Operating Expenses	5,000	3,945	4,945	55
<b>DEPARTMENTAL TOTAL</b>	<b>7,899,590</b>	<b>6,493,867</b>	<b>7,778,804</b>	<b>120,786</b>
* Included prior year encumbrances				
+ Includes office supplies, polling place supplies, and office furniture				
# Final billings from State and County governments are still unknown				
Mandated Legal Requirements				
Charges from SBE				
Election Specific Costs				
Personnel Charges				
Temporary Personnel Charges				
Overtime Costs				
Benefits				

